



Arnold A. Schwarzenegger– Governor  
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

# DEPARTMENT OF REAL ESTATE

*Equal Opportunity Employer*  
**Job Opportunity**

## Managing Deputy Commissioner II Sacramento

*Permanent — Full-time*

The Department of Real Estate has an opening for a Managing Deputy Commissioner II. The position is located in Sacramento Subdivisions and the incumbent is responsible for the day-to-day management and oversight of the Subdivision section consisting of Deputy Commissioners, Senior Deputy Commissioners and the Central Control Unit, and all operations within the Sacramento office. The position is located at 2201 Broadway in downtown Sacramento.

### **Duties of the position include:**

- Supervision over the Department's Sacramento Subdivisions Unit consisting of Senior Deputy Commissioners and the Central Control Unit consisting of an Office Technician and Program Technicians.
- Plan, organize and direct the unit's work to effectively maintain productivity within the time frames mandated by law.
- Review complex documents in relation to file review/processing by subordinates; review completed staff work; provide guidance in solving issues involving certain documents and disclosures.
- Provide technical support to the industry i.e., title officers, escrow officers, developers and builders, attorneys and the public; attend meetings; participate in initial project discussion meetings with builders, project managers and attorneys.
- Compile statistics, prepare reports and memoranda; testify at hearings; update manuals and attend manager meetings.
- Perform HR duties such as: establish performance criteria, complete written appraisals, provide in-house training of employees using knowledge of personnel management practices and procedures.

### **Required qualifications:**

- Knowledge of the Department's Subdivision program and DRE laws, rules, regulations, policies and procedures.
- Ability to interact effectively with individuals at all levels of government, the public, and the subdivision industry.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and direct the work of subordinates.
- Ability to work independently, and establish and maintain project priorities.
- Willingness to travel, as necessary.
- Ability to identify/evaluate issues and apply appropriate laws, rules, etc.

### **Desirable Qualifications:**

- Supervisory experience.
- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures, employee development and labor relations.
- Knowledge of the administration and departmental goals and objectives.
- Excellent attendance, dependability and reliability.
- Computer literate, preferably with experience in Microsoft Word and Excel.

**Salary Range:** \$4945 - \$5967

### **Who may apply:**

Current State employees at the Managing Deputy Commissioner II level, those individuals transferable to the class, and DRE employees with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application.**

### **Submit Applications to:**

Linda Luna, Human Resources  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

### **For information on the position contact:**

Dave Warner, MDC III  
(916) 227-0822 or CALNET 498-0822

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

### **Final Filing Date: July 27, 2007**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.**

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.